

CENTRAL REGISTRY PROCEDURE MANUAL

Subject: How to Print an EMT/AEMT Card	Number: 650-65
Effective Date: 01/12/2021	

PURPOSE:

To provide instructions on how to print an Initial Applicant, Renewal or Reinstatement EMT/AEMT card.

GUIDANCE:

Central Registry authorized users and EMSA staff may print EMT/AEMT cards. Some Certifying Entities request that EMSA print & mail their cards; others print cards directly from their agency and distribute to the EMT/AEMTs. Verify which process is used by your Certifying Entity.

EMSA prints the cards:

Once you have completed the licensing process, the cards will automatically queue to print. EMSA will print the batch and distribute as you requested.

Certifying Entity prints the cards:

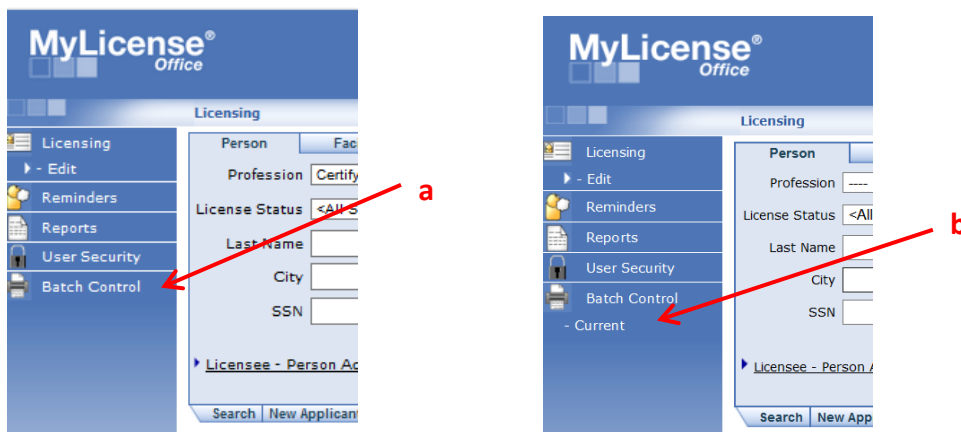
Depending on what type of application you are processing, you will get different responses from the Central Registry showing that the license has been issued, renewed or reinstated and that the card is in the print cue.

- After processing an application for an Initial EMT/AEMT certification, you will receive a message that the EMT/AEMT license has been approved.
- For a renewal/reinstatement, you will be returned to the main screen which shows the new expiration and effective dates.

At either of these points, the record has been sent to your “Batch Control – Current” on the left side of the screen and the card is ready to be printed.

PROCEDURE:

1. On the Navigation Menu, Select Batch Control (a) and then click Current (b).



For questions or support, send an email request to mlohelpdesk@emsa.ca.gov using the [MLO Helpdesk Keywords](#).

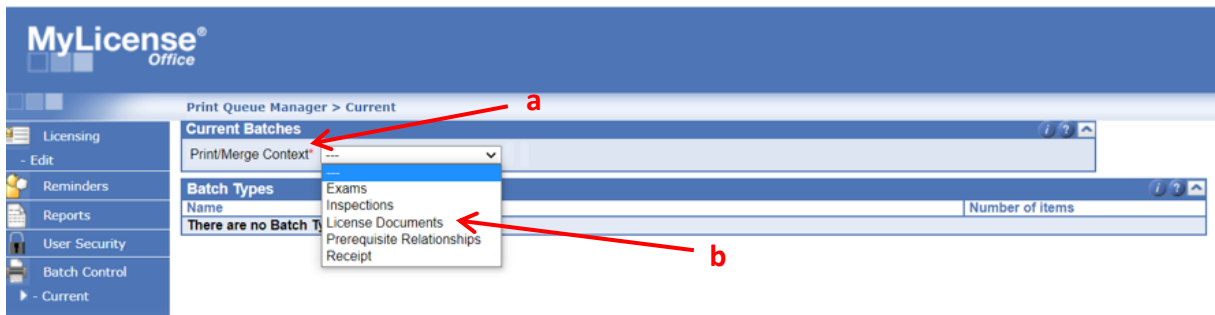
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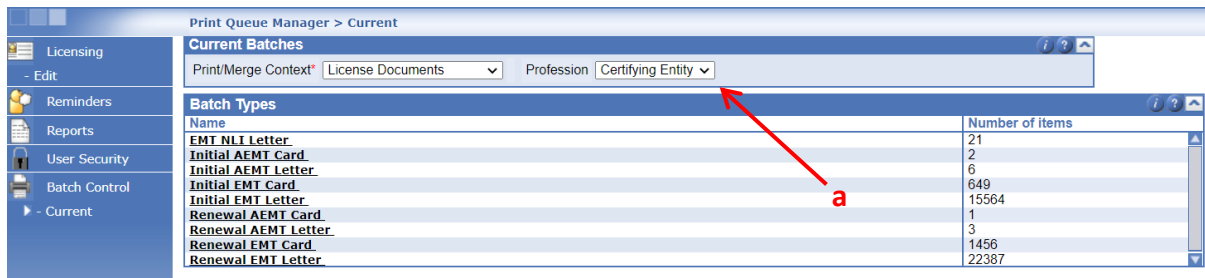
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- The Print Queue Manager screen will open as shown below. Select the **Print Merge Context** dropdown (a) and click on **License Documents** (b). That is the only dropdown used for printing EMT/AEMT cards.



- The Profession will auto populate to *Certifying Entity* (a). Click on the underlined Batch Type that you are looking to print. Separate batches need to be run for each batch type.

Note: If it is a Reinstatement, you will click on the Initial card or letter.



- The Search Print Queue (License Documents) will appear in the lower portion of the screen.
 - Select the License Type – EMT or AEMT (a).
 - You can search for one EMT or AEMT by entering the name, license number or applicant number and clicking *Search*.
 - You can search for all batched EMTs by entering the License Type only and clicking *Search*.

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Print Queue Manager > Current

Current Batches

Print/Merge Context: License Documents Profession: Certifying Entity

Batch Types

Name	Number of items
EMT NLT Letter	21
Initial AEMT Card	2
Initial AEMT Letter	6
Initial EMT Card	632
Initial EMT Letter	15601
Renewal AEMT Card	1
Renewal AEMT Letter	3
Renewal EMT Card	1436
Renewal EMT Letter	22399

Search Print Queue (License Documents)

License Type: --- License No: Applicant Number:

First Name: Last Name: Full Name:

Certifying Entity: Sacramento County EMS Agency Sent From: Sent To:

Sort By: License Number

Search Clear

5. Next, you will see the Print Batch listed in the Search Results panel.

To print:

- **All EMTs in the batch:** check the top box (a) under Search Results then click on the **Merge** tab. (b).
- **Selected EMTs in the batch:** check the boxes of the EMTs you wish to print (c) and click on the Merge tab (b).

Search Print Queue (License Documents)

License Type: EMT License No: Applicant Number:

First Name: Last Name: Full Name:

Certifying Entity: Sent From: Sent To:

Sort By: License Number

Search Clear

Search Results

<input type="checkbox"/>	Name	License Number	License Type	Applicant Number	Create Date	Created By
<input type="checkbox"/>	McDonald, Mike	E011459	EMT	40459		Britney Alton
<input type="checkbox"/>	McDonald, Mike	E011459	EMT	40459		Britney Alton
<input type="checkbox"/>	McDonald, Mike	E011459	EMT	40459		Britney Alton
<input type="checkbox"/>	McDonald, Mike	E011459	EMT	40459		Britney Alton
<input type="checkbox"/>	McDonald, Mike	E011459	EMT	40459		Britney Alton
<input type="checkbox"/>	McDonald, Mike	E011459	EMT	40459		Britney Alton
<input type="checkbox"/>	Garcia, Eric S	E011741	EMT	40741		Britney Alton
<input type="checkbox"/>	Garcia, Eric S	E011741	EMT	40741		Britney Alton
<input type="checkbox"/>	Garcia, Eric S	E011741	EMT	40741		Britney Alton

Maximum Items in Print Run: Generate Print Audit Numbers Beginning With: Total print count: 0

Merge

6. After you click Merge, a word document will open with the selected template.

7. You may now send this word document to the card printer and print the cards.

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